

Report - 1

SOME PRINCIPAL RECORDS MANAGEMENT ACTIVITIES FOR NOVEMBER 1962

25X1

TITLE OF ASSIGNMENT

Assigned To

STATUS AND RESULTS

1. Vital Records

- a. Approved new Vital Records Deposit Schedule for Task Force W/DDP and a revised schedule for FE/DDP.
- b. Prepared a Vital Records Deposit Schedule for the Emergency Planning Officer and sent it to him for approval.
- c. Prepared Report on Status of Agency Vital Records Program, containing several recommendations.
- d. Visited GSA Vital Records Repository at Neosho, Missouri, to determine its suitability for Agency use; a separate report will be submitted.

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2. Records Control Schedules

- a. Approved Revision in Schedules for OCR and FI/DDP.
- b. Schedules for Engineering Division, Research Development, TSD/DDP in process.
- c. Review of a complete Revision of OTR Schedule in process.

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3. Forms Management

- a. Prepared a new Form (1872) for the Transportation Division/OE to use in a window envelope; eliminates the typing of about 1000 names and addresses annually.
- b. Salvaged supply of Form 207a for use in Paris; saves about \$100.
- c. Preparing new form for the USIB Secretariat to control and follow-up on USIB assignments.
- d. Developed 23 new forms; revised 9 forms; eliminated 3 forms.

25X1

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25X1	3. Forms Management (continued)		<p>e. Prepared a new 3 part form for the Office of Security to be used for FBI name checks, which eliminates 3 individually typed memorandums.</p> <p>f. Designed four IBM punch cards, to be used in 1401 Computer in DDI Area.</p> <p>e. Prepared two forms for the Special Clearance Center, Office of Security on a priority basis.</p>	
25X1	4. Survey of Medical Staff Paperwork		a. Report being prepared.	
	5. Requests for Secure Areas		<p>a. Approved requisition for 1323 sections of Steel Shelving for RI/DDP to house approximately 3000 cubic feet of 201 files now in Records Center.</p> <p>b. Approved requisition for 3 sections of Steel Shelving for <input type="text"/> Contact Office.</p> <p>c. Reviewed proposal for 3 motorized shelf file units for Central Cover/DDP; final determination to be made after seeing another installation.</p> <p>d. Approved requisition for 3 Whirl-O-Dex files for NPIC.</p> <p>e. Approved requisition for 1 Rol-O-Dex file for DDR.</p> <p>f. Approved requisition for Special file folders for Comptroller.</p>	25X1
25X1	7. Records Survey, Building Security Branch Office of Security.		a. Began survey; filing systems to be developed; records to be retired and other related records management work to be undertaken.	

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25X1	8. Operation of Records Center and Vital Records Repository	<div></div>	<ul style="list-style-type: none">a. Received 1436 cubic feet; destroyed 353 cubic feet; furnished 34,904 references. 80,565 cubic feet on hand 1 December 1962.b. A project to store the Regulations (New Format) by individual pages was initiated and completed with the cooperation of the Regulations Control Staff and the Interim-Assignment Pool. As a result of this project, a total of 25 cubic feet of storage space was recovered. The Center will continue to work with the Regulations Control Staff to try to save additional space.c. The Records Center obtained 200 "tuck-bottom" boxes from the Federal Records Center for testing. Samples were sent to various offices and everyone reported that it was much better than the old type. As a result, the Office of Logistics will be requested to discontinue the stocking of the old type and to begin stocking the new.d. A tentative date of 15 January 1963 has been set for the "turn-over" of Courier responsibility to Headquarters Courier Service.
25X1	9. Miscellaneous	<div></div>	<ul style="list-style-type: none">a. Assisted Legal Counsel in Retirement of 8 cubic feet of records.b. Completed draft of Records Disposition Handbook and forwarded it to Office of DGS for coordination.c. Attended Mail Management Roundtable at GSA.d. Began Identification and Compilation of a listing of all Agency permanent records.

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25X1	10. Other	<input type="text"/>	<ul style="list-style-type: none">a. Attended monthly meeting of Federal Records Officers at the Bureau of Ships to see special equipment for microfilming, filing and retrieving engineering drawings and specifications.b. As Agency representative for the Kennedy Presidential Library, met with the Archivist of the United States, Dr. Wayne Grover to discuss plans for the selection of appropriate papers.
25X1		<input type="text"/>	<ul style="list-style-type: none">a. Visited the IBM card printing facility with 9 representatives from the Office of Security.

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CENTRAL INTELLIGENCE AGENCY
 OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	[Redacted]		
2	Executive Assistant, DD/S <i>70-24.Hg.</i>		
3			
4			
5			
6			

ACTION		DIRECT REPLY		PREPARE REPLY
APPROVAL		DISPATCH		RECOMMENDATION
COMMENT		FILE		RETURN
CONCURRENCE	X	INFORMATION		SIGNATURE

Remarks:

Bob:

Here is our report for November. Does this type of report help to give you a picture of some of our activities?

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
CIA Rec Admin Officer	12/6/62

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